

## **JUDGE RITCHEY CRAIG'S INSTRUCTIONS FOR APPEARING BY TELEPHONE AND VIA THE VIRTUAL HEARING ROOM**

### **INSTRUCTIONS FOR APPEARING BY TELEPHONE**

- Dial in at least ten (10) minutes before the hearing time.
- Place all telephones on mute. (Zoom.Gov automatically places the call on mute and \*6 must be entered to remove mute).
- Under no circumstances should you place the telephone conference on hold.
- Make sure you are in a quiet place free of any background noises.
- The use of speaker phones, telephones in other public places are prohibited, the use of a traditional telephone line is encouraged for reliability and the use of cell phones is permitted.
- Using a headset for telephonic hearings is encouraged.
- Each time you speak, identify yourself for the record.
- Pursuant to BLR 5073-1, you are prohibited from recording or broadcasting the proceedings.
- To connect: Toll Free Telephone Number is 833-568-2264  
Meeting ID: 161 346 1602

### **INSTRUCTIONS FOR APPEARING VIA VIRTUAL HEARING ROOM**

- Connect via Judge Ritchey Craig's [Virtual Hearing Room](#)<sup>1</sup> at least ten (10) minutes before the hearing time.
- Be mindful of your background for virtual hearings.
- While appearing in the Virtual Hearing Room, Judge Ritchey Craig expects all participants to dress and act as if they are in the Courtroom since this is a Court proceeding.
- Make sure you are in a quiet place free of any background noises.
- Using a headset for virtual hearings is encouraged.
- Each time you speak, identify yourself for the record.
- Pursuant to BLR 5073-1, you are prohibited from recording or broadcasting the proceedings.

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<sup>1</sup> The link for the Virtual Hearing Room can be found on the Judge Ritchey Craig's webpage at <https://www.ganb.uscourts.gov/content/honorable-lisa-ritchey-craig> and is best used on a desktop or laptop computer but may be used on a cellular telephone or tablet. Participants' devices must have a camera and audio.